navistream

Simple, Adaptable, Flexible, Affordable Telematics Solution

ELD User Guide

v2.1

By streamline

Table of Contents

Certificate of Compliance

navistream

ELECTRONIC LOGGING DEVICE (ELD)

Navistream™ (NAVT v.2.1 or newer) is hereby self-certified to be in compliance with:

United States Department of Transportation

Federal Motor Carrier Safety Administration **49 CFR Parts 385, 386, 390, and 395**

Electronic Logging Devices and Hours of Service Supporting Documents; Final Rule

https://www.fmcsa.dot.gov/hours-service/elds/electronic-logging-device-eld-rule

Effective: January 25th, 2018

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Mitchell Zulinick, President, Streamline Transportation Technologies Inc.

stti.ca

Introduction

Navistream eliminates the hassle and the costs associated with paper logs. It's an intuitive Electronic Logging Device (ELD) that was designed with drivers in mind, providing them with considerable savings in terms of time and effort. When drivers log into our electronic logbook software, hours of service are immediately tracked. We monitor drivers' hours in real time, and provide dispatchers with accurate information about driver availability, including duty status, driving time, and remaining Hours of Service (HOS).

Benefits

➢ Making the HOS recording process more simple and hassle-free
➢ Saving time and money by eliminating manual entry
➢ Improving driver safety and productivity
➢ Avoiding Hours of Service violations
➢ Eliminating costs associated with breaches in compliance

About Streamline

Streamline Transportation Technologies Inc. (STTI) is a Kamloops, BC based Technology Company that specializes in the development and implementation of on-board technology for mobile assets such as trucks, buses, and heavy equipment. Under the banner of Navistream, Streamline has developed a tablet product that is cloud based and web enabled. Navistream gathers over 30 pieces of telemetric information such as speed, location, driver status, product information, asset performance and others through operator input and auto collection devices such as ECM's and GPS receivers. In business for 15 years, Streamline is a leading organization in the provision and implementation of logistics technology solutions and logistics consulting/professional services.
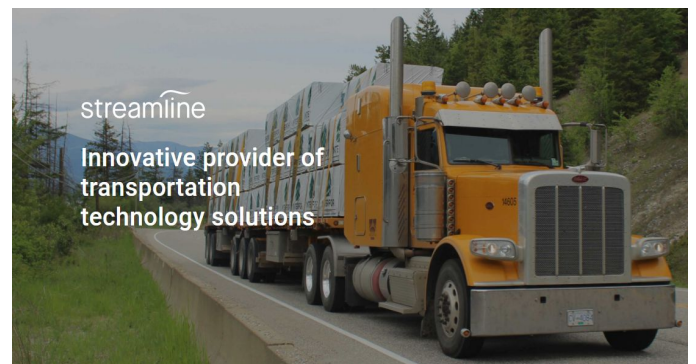
Getting Started

Before starting the vehicle ignition, 'Power ON' or 'Wake' the tablet - the power button is used for both power cycling and turning the screen ON and OFF.

The Power button is located on the long edge of the tablet near the corner beside the volume UP/DOWN controls. If the tablet is already powered ON, then clicking the power button (short press) will 'Wake' the screen. If the tablet is powered OFF, then **press and hold the power button (long press) for a few seconds to power ON** the tablet.

When the tablet starts, Navistream will automatically launch and you'll be prompted to enter in your login information.

Login screen

The name of the last Driver to login will be pre-populated in the **User** field
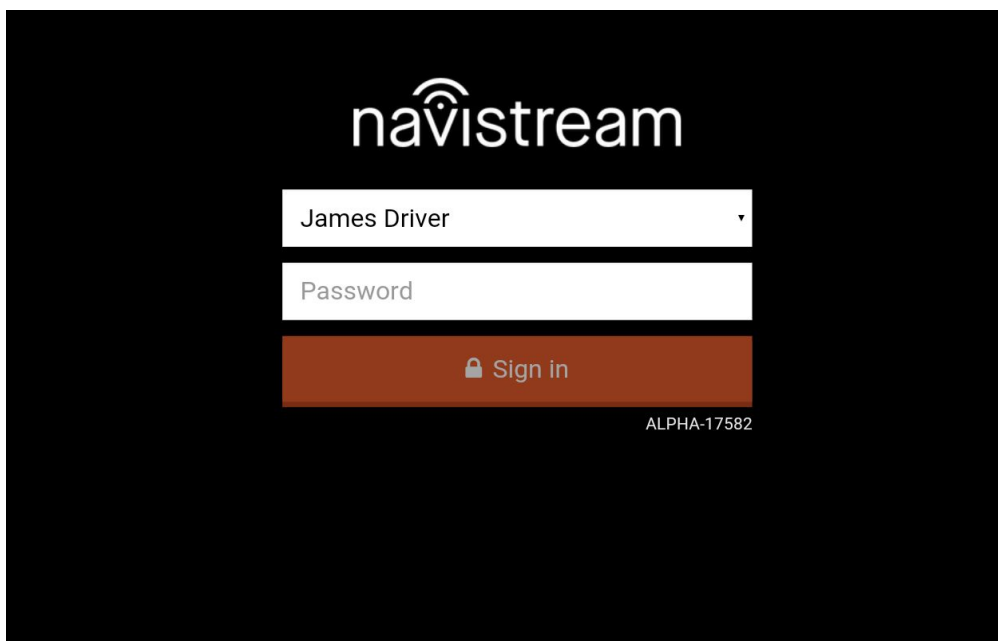

1. Touch the **User** field and use the *Search* function to locate your name in the list

2. Touch the **Password** field and enter your password/PIN

3. Select 'Go' on the keyboard or touch **Sign in**

Attn: only Users with the Role of 'Driver' will be able to log into the tablet

Overview

There are basically 3 sections to the application that comprise actions you will typically perform.

LOGIN FLOW → MAIN MENU → LOGOUT FLOW

Start your day   During your day   Complete your day
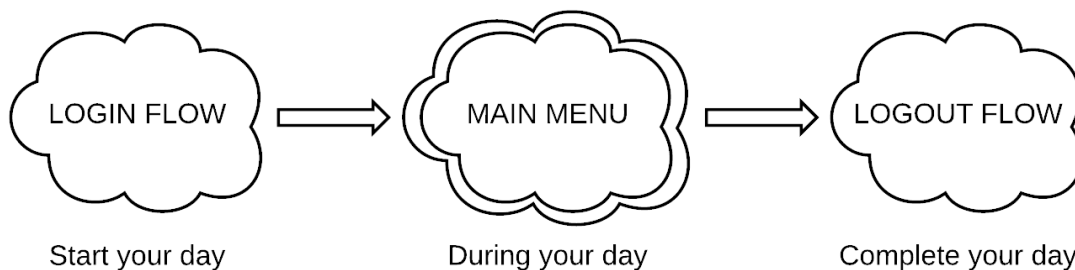
1. Start your day - you'll select a vehicle, verify hours, sign any logs, start your shift, and perform a Pre-trip.

2. During your day - you'll perform various activities such as load / unload, brake check, fuelling, etc.

3. Complete you day - you'll do a post-trip inspection and end your shift.

Duty Status Changes (DSCs) are inferred by Navistream based on your menu selection. For example, if you perform an Inspection, that is an on duty activity and Navistream will place you in 'On Duty Not Driving' status. Therefore **your Driver Log is auto-generated based on your interaction with Navistream**.

Note: Driving is automatically recorded on you log based on movement (>8kph or >5mph) and cannot be altered. If you stop driving and don't interact with the tablet you'll get a prompt after 5 min. asking if you're still driving. If you don't interact with this prompt you will be automatically changed to 'On Duty Not Driving' duty status after another 1 min. If you don't have an established ECM connection and movement is detected via GPS, you'll be prompted to manually change your Duty Status to 'Driving'.

There are a two (2) key on-screen elements you'll see at every point in the application:

Header

‹ Activities	James D.	11:38	⬆ 💬 ⓘ
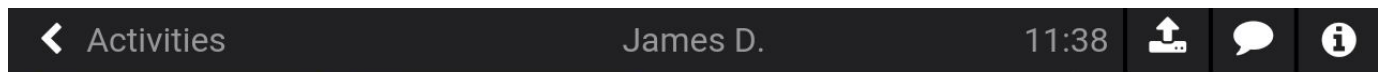
1. Back button (<) - will take you to the previous screen you were on.

   Note: not always enabled. For example, when you first login or when your vehicle is moving

2. Title - this will always show you which screen you're currently on

3. Name - displays the logged in user (you should see your name here)

4. Time - current time in 24-hour format. Auto updates your timezone.

5. ELD Data Transfer (arrow) icon - transfers today's and your last 14-days of Driver Logs to the government agency you've selected.

6. Messages icon - you can touch this icon to display the message module. This is basically a text messaging app you can use to communicate with your dispatch. When there is an unviewed message, the number will display over the icon.

7. Information icon - here you'll find basic information about the status of the *tablet and application* (i.e. the ELD). Finally, you will be notified by Navistream if there are any issues with the ELD. These will appear as ⚠️Diagnostic and 🔺Malfunction states. Please refer to the end of this ELD User Guide to identify what action (if any) you need to take.

ELD Bar

On-duty Not Driving	ⓜ 11:00 Remaining		Yard Moves Is Off ●
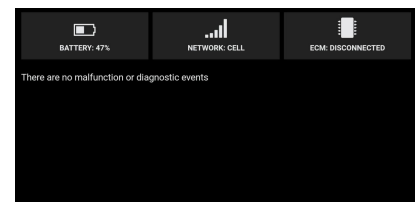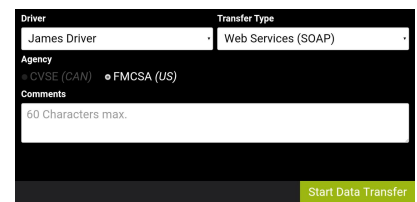
1. Duty Status - this is your current Duty Status. It'll change based on what selections you make in Navistream.

2. Drive Time Remaining - as your driving this time will decrease accordingly. When you have less than 1 hour available the colour will change to YELLOW. When you run out of time, it will change to RED.

3. Yard Moves - this option displays only when you're in the Activities menu. When enabled, this will prevent you from being triggered into Driving status by the ELD. Start/End events are displayed in your Driver Log.
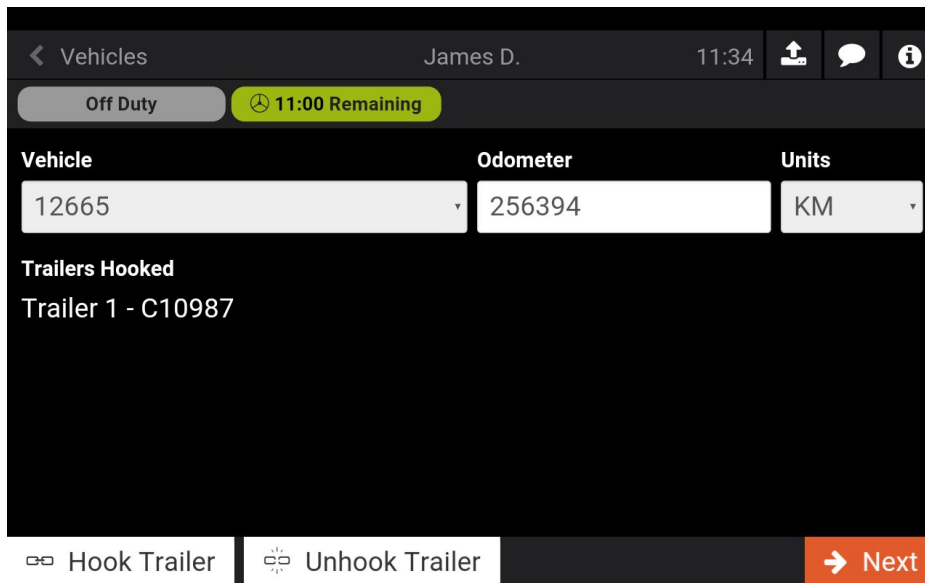
Login Flow

There are a few steps you are required to perform <u>before you can begin driving</u> as follows...

Note: If you drive before completing this Login Flow you'll be prompted to 'Stop and complete your Pre-Trip inspection'.

Vehicles

This <u>**first step**</u> is where you specify which vehicle and trailer(s) (if any) you're driving.

The name of the last selected Vehicle and selected Trailers will be pre-populated in the corresponding fields.

1. Touch the **Vehicle** field and select the vehicle you're driving today.
   - use the *Search* function to locate it in the list.
   - You can also **Add Vehicle** if your vehicle is not listed.
2. Verify your vehicle's odometer is correct (i.e. does it match the dashboard odometer).
3. Adjust the *Trailers Hooked* if required.
   - <u>Hook Trailer</u> - follow the steps to select a trailer. Select **Done** when finished.
     - You can also **Add Trailer** if your trailer is not listed.
   - <u>Unhook Trailer</u> - follow the steps to select the trailer to unhook. Select **Done** when finished.

Note: Vehicle and Odometer are mandatory fields

LOGIN FLOW

Review Hours

The **second step** presents you with many hours you have available to drive based on your selected regulations
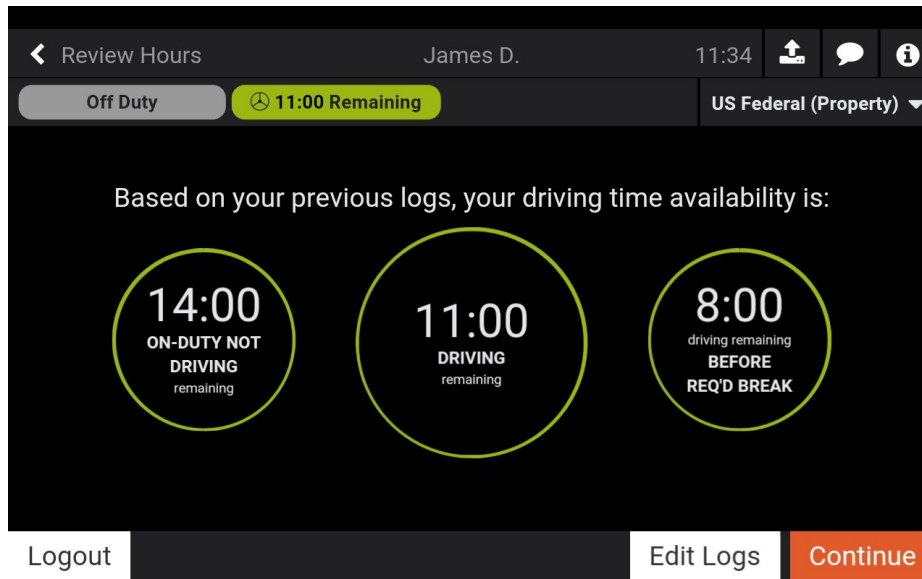
The Deferral dial (to the right) only displays when you've selected Canadian Federal Regulations.

Note: these are the default regulations the first time you login.

To change your Regulations, open the ELD menu by selecting the Driver Logs (ELD) option from the Main Menu and choose Current Regulations. Your selected regulations will persist regardless of the tablet you login to.

1. HOS Dials - these dials indicate whether or not you currently have hours available to you.
   ○ If you have no hours available, you'll see directly underneath exactly when your shift will restart. When your required Off Duty/SB time has been reached, driving hours will be reallocated to you.
2. Logout - available here if you've logged in to simply check your hours.
3. View Logs - displays today's log. To access the last 14 days just select the < or > buttons to cycle through days. Or, touch the date to select a specific day to view. There are 3 sections to the log - Driver & Hours (inc. duty status graph), Carrier & Vehicles, Events & Remarks.

   Edits Logs - you can **Add New**, **Edit Selected** or **Remove** any Duty Status except for ELD recorded Driving.
4. Unidentified Driving Time - presented when Navistream has recorded Drive time with no user logged in.

   ⚠ There are 830 Minutes of Unidentified Driving Time

   ○ Touch the button to view, and select any duty statuses that pertain to you and select 'Assign To My Log'. The selected Duty Statuses will be added to your log.
5. Touch **Continue** to proceed to the next step in the Login Flow.

LOGIN FLOW

Sign Your Log(s)

This **third step** prompts you to sign any unsigned logs from the preceding 14 days (if any).

Navistream keeps today's and your last 14 days of Driver Logs.

To access the last 14 days just select the < or > buttons to cycle through days. Or, touch the date to select a specific day to view.

1. Skip - allows you to not sign a given day's log.

   Note: you are required to sign all your previous day's logs before driving.

2. Edit Logs - you can **Add New**, **Edit Selected** or **Remove** any Duty Status except for ELD recorded Driving.

3. Sign your log - you'll be presented with the following dialogue:

   ○ Use your finger or a stylus to write your signature in the box provided.

   ○ Clear Signature - clears the signature box so you can sign again.

   ○ Cancel - returns you to the currently selected log

   ○ Agree - signs the selected log with the signature you've provided.

   ○ Navistream remembers your signature regardless of which tablet you've logged into.

LOGIN FLOW

Choose Status

This **fourth step** is where you indicate whether or not you're starting your shift.

Personal Use

Yard Moves -
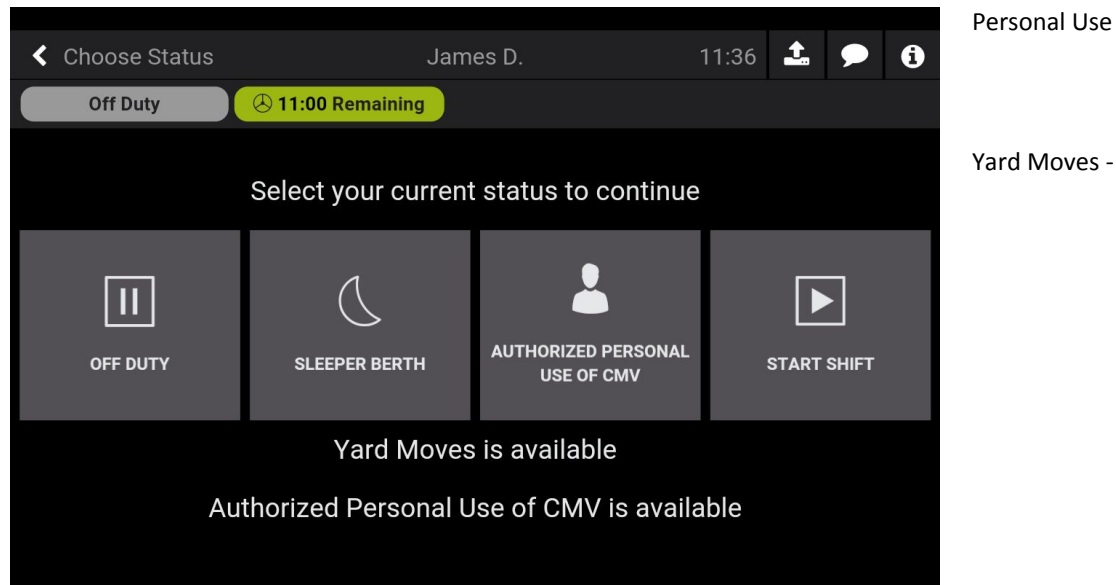
1. **Off Duty**
   - You can use this option if you want to access the Main Menu but remain 'Off Duty'.
     Note: if this is the case, you can **Skip** your Pre-trip Inspection.
2. **Sleeper Berth** (if configured)
   - If the vehicle you've selected has been setup in Navistream as one with a Sleeper, this option will be available. Your Duty Status will be changed accordingly.
3. **Personal Use** (if configured)
   - This is an 'Off Duty' activity.
     i. Canadian Federal Regulations - there is a 75 km limit for Drivers. You will be required to unhook your trailers if you have any attached.
     ii. US Federal - there is no distance limitation. You're allowed to have trailers attached.
4. **Start/Resume Shift** - typically you'll select this tile to officially start your day
   - Selecting this will put you 'On Duty'.
   - If you see 'Resume Shift' it simply means that you previously didn't end your shift.

LOGIN FLOW

Pre-Trip Inspection

The **last step** is to perform your Pre-trip Inspection. What you see below if a typical Schedule 'A' Inspection.

Your Inspection time will display on your Driver Log.

GREEN - defects marled 'Repaired'.

YELLOW - Minor defects.

RED - Major defects.

1. You're presented with an Inspection for each vehicle. The defects from the last Inspection are carried over.

   ○ Defects are located under the relevant Category and Section

      Note: Inspections can be customized as needed - ask your administrator

2. Select a Section and choose a defect

    ○ Defects are categorized as Major and Minor.

    ○ If you don't find your defect in the available list you can select 'OTHER' to enter your own.

    ○ Identify the general location of the defect.

    ○ Select 'Mark Repaired' or 'Mark Defect'.

3. Select **Next Vehicle** to inspect any attached Trailer(s)

4. When you're done inspecting all your vehicle(s) touch **Done**.

5. Safety Declaration will default to 'Unsafe' when a Major defect is selected and 'Safe' for just Minor ones (change as needed).

6. Finally, sign (auto-populated) and select **Submit Inspection**

Main Screen

Once the Login Flow is complete and you're ready to start driving!

Navistream automatically generates your Driver Log based on your vehicle movement and interaction with the system.
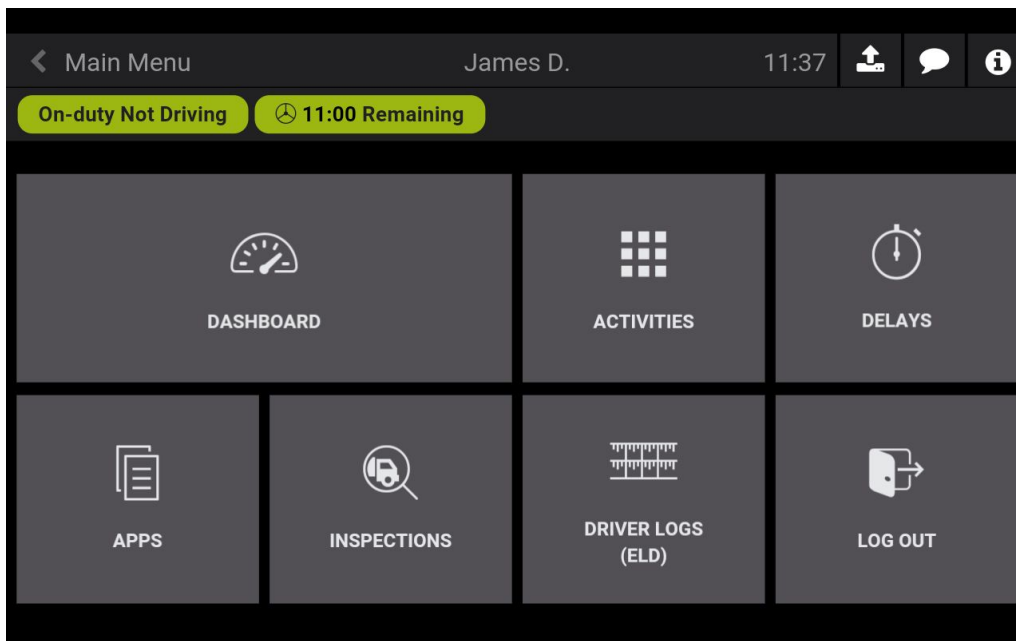
In Navistream, you don't change your Duty Status directly, it's inferred based on your vehicle movement and what activity or delay you select.
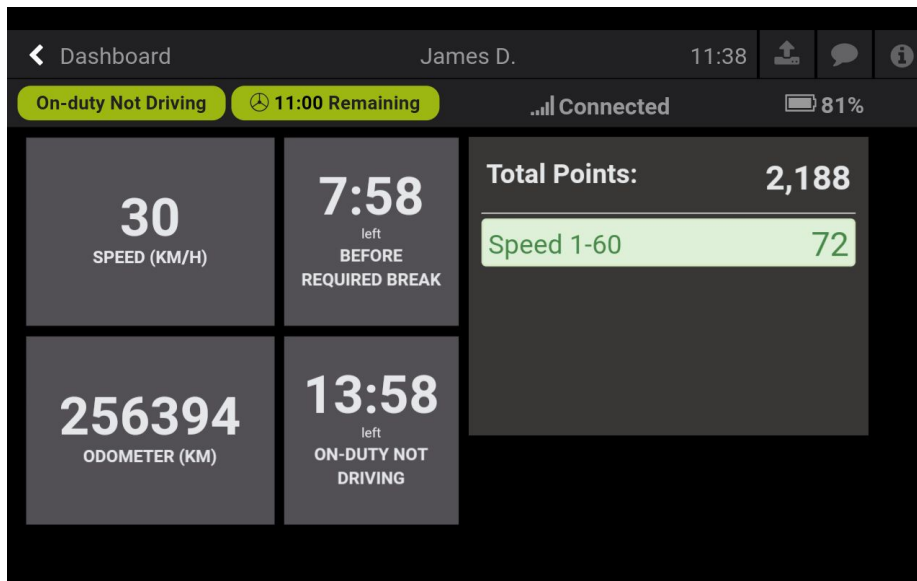
1. **Dashboard** - will automatically appear when you start driving. Displays your speed, performance score, etc.
2. **Apps** - a.k.a Companion Apps, are applications that are certified by Streamline to work along with of Navistream.
3. **Activities** - select this tile when you're going to perform some action (i.e. Load or Unload).
4. **Delays** - select this time when you not performing an Activity but need to capture a time (i.e. Take a break).
5. **Messages** - texting-like module to communicate with your Dispatch.
6. **Inspections** - to view your last Inspection or to start a new one.
7. **Driver Logs** - opens the ELD menu which contains everything to do with your Driver Logs (View, Edit, Change Regulations, etc.).
8. **Log Out** - when you're done for the day OR need to logout and login to another tablet (i.e. switching vehicles).
9. **ELD Data Transfer** - transfer the 14 days of logs to the safety officer during roadside inspection

Note: you can always hit the Back (<) button in the top-left to return to the Main Menu

MAIN SCREEN

Dashboard

When Navistream detects that your vehicle is in-motion, we'll display the driving dashboard. When you're stopped it's removed. You can also manually access the it by pressing the "Dashboard" tile on the Main Menu.


When you're in-motion:

the Dashboard will automatically appear and prevents you from interacting with the system. However, you can acknowledge receipt of a message.

When you're stopped:

the Dashboard will automatically disappear.

Note: You can access it manually if needed via the Main Menu.

1. Speed - this is your current speed as provided by the engine computer (or GPS if not available)
   - Speeding - speed limits are determined by your administrator. When you're over the allowable speed, the tile will first turn YELLOW to allow you to reduce your speed, then it will turn RED.
   - when the tile is RED a Speed Violation is recorded for your administrator
2. Odometer - provided by the engine computer (or incremented by GPS location if not available)
3. Required Break - this timer appears when you're on US Federal Property regulations
4. Messages - you can view messages from a dispatcher while in-motion as well as acknowledge them.
5. Performance points - you'll see a point total display on the right. These are driving parameters set up by your administrator. You'll gain and lose points according to how you drive based on the chosen parameters.
6. Manually change to Driving - if you don't have a connection to your truck's ECM and Navistream detects you're moving, you'll be prompted to manually 'Change to Driving' duty
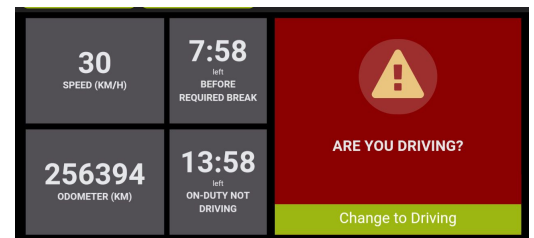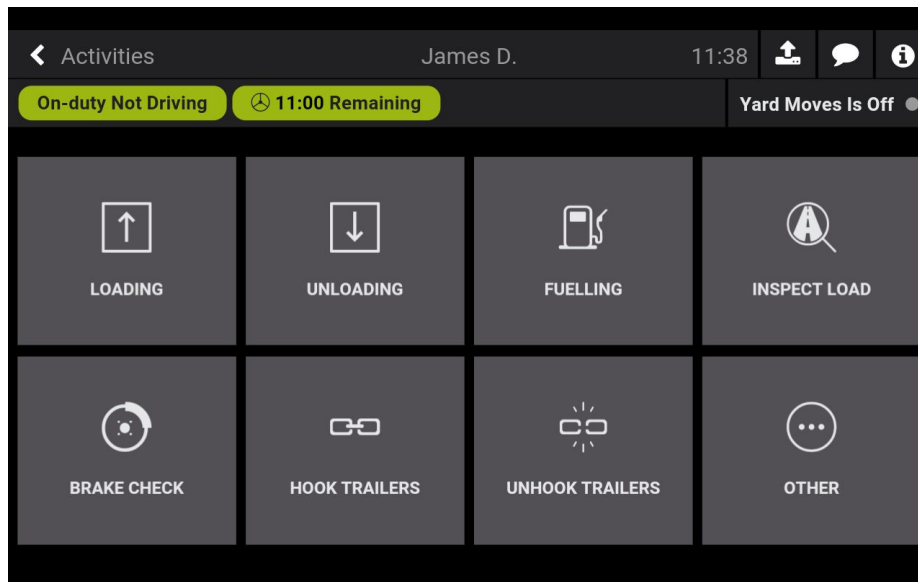
status.

Activities

Select this tile when you're going to DO something (like Load or Unload). These are all 'On Duty' activities.

Most jurisdictions require these activities to be recorded on your Driver Logs.

- Brake Check
- Inspect Load (i.e. Wrapper Check)
- Fuelling
- Hook / Unhook Trailer

Be sure you select them via the Activities menu and your log will be automatically updated!

1. Loading/Unloading - when you've arrived at your load/unload site, touch 'Activities', then 'Load' or 'Unload'.
   ○ Waiting to Load/Unload - the timer starts to capture this duration. Here you have the option to 'Take a Break' and go 'Off Duty'. When you're done waiting, select Load/Unload Now.
     ○ Customers that have a TMS Companion Apps available (like DTMS Mobile), it will be launched for the Driver to manage the order that was dispatched to them.
   ○ When you're done Loading/Unloading, hit **Done**.
2. Fuelling - the fuel Amount, Type and Location are required. The last Type and Location are remembered.
3. Inspect Load - a.k.a Wrapper Check, select before you exit the cab, hit **Done** when you're done.
4. Brake Check - select before you exit the cab, hit **Done** when you're done.
5. Hook / Unhook Trailers - if the trailer isn't listed to hook, select **Add Trailer**. After you select a trailer to hook/unhook you'll be prompted to perform a corresponding Pre/Post-trip Inspection.
6. Other - select this option if you're performing any other activity you'd like to capture (i.e. chaining up, etc.)

➢ ELD Bar - Enabling **Yard Moves** will prevent you from entering 'Driving' status. You must disable **Yard Moves** before you enter a public road. Yard Move started/ended event, times and locations are recorded on your Driver Log.

MAIN SCREEN

Delays

Select this tile when you're stopped for a specified reason (like taking a break).

These delays can be either be 'On Duty' or 'Off Duty' (see below for details).
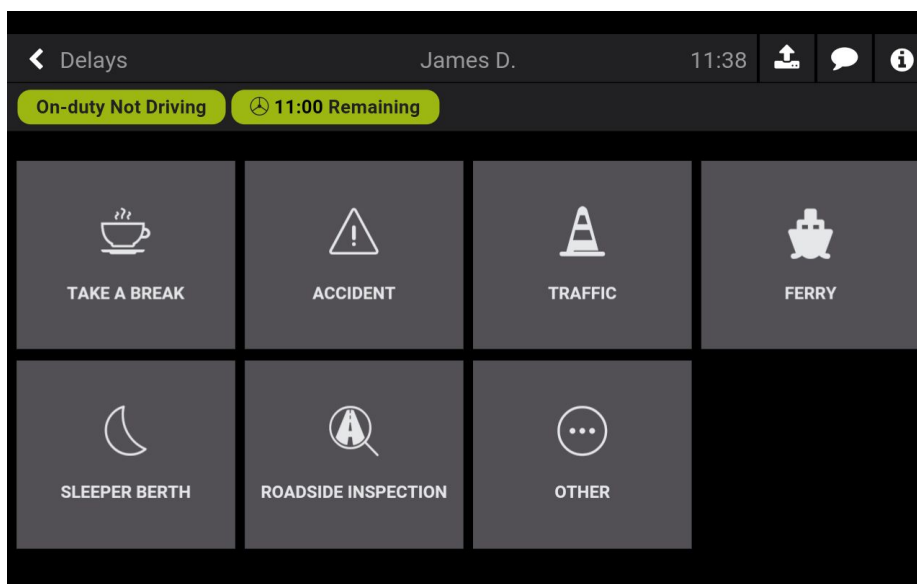
Some jurisdictions require you to take breaks every 4, 6 or 8 hours for specified time periods. Navistream will notify you of time remaining before a break is required and will warn you if you're break is not long enough to meet the requirement.

1. <u>Take a break</u> - this option will place you 'Off Duty'.
   Note: some jurisdictions require you to take a minimum break time in order for it to be counted toward your required 'Off Duty' time or for you to retain your available Drive time.

2. <u>Accident</u> - considered 'On Duty' time. This delay will auto-complete when you trigger Driving.

3. <u>Traffic</u> - considered 'On Duty' time. This delay will auto-complete when you trigger Driving.

4. <u>Ferry</u> - considered 'Off Duty' time. This delay will auto-complete when you trigger Driving.

5. <u>Sleeper Berth</u> (if configured) - this option will pace you in 'Sleeper Berth' status.
   Note: be sure to note your times when intending to use split-SB rules

6. <u>Roadside Inspection</u> - considered 'On Duty' time. If pulled over by the DoT/CVSE. Use this to track the time.

7. <u>Other</u> - considered 'On Duty' time. If you'd like to capture your own delay reason (i.e. railway x-ing, etc.)

MAIN SCREEN

Apps

This is an optional feature that allows Drivers to access 'Companion Apps' that are authorized to run in conjunction with Navistream. These apps can be launched from this tile directly.
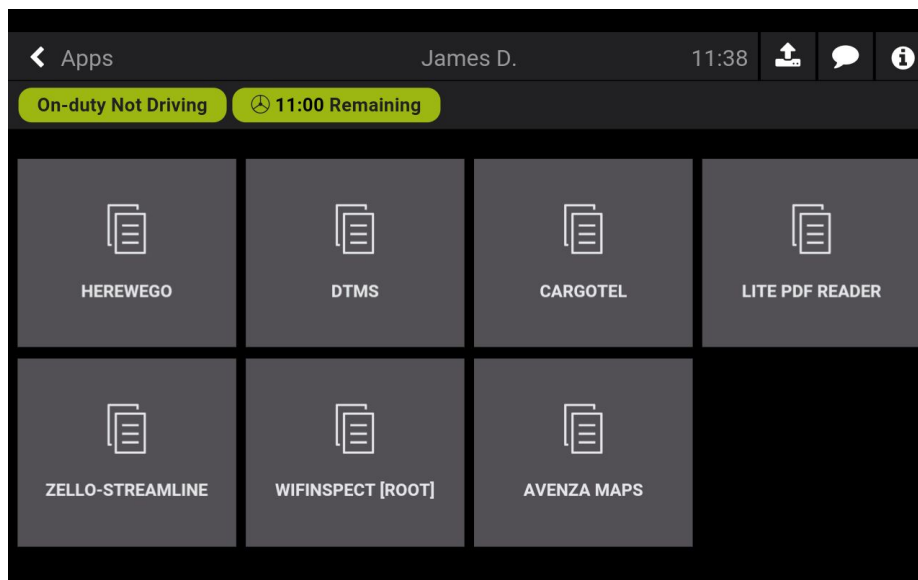
Ask your administrator what other Companion Apps are available that could help you in your day.

1. To launch an app, simply touch the associated tile. You may be prompted to login to the application.
   - Navistream will continue to run normally in the background.
2. To return to Navistream, press the 'Home' button on the face of the tablet.

MAIN SCREEN

Inspections

Select this tile to view your last Inspection or to create a new one.

Quick access for when you're requested by a DoT/CVSE officer to produce your last Inspection.

1. Select the Vehicle name at the top to view the corresponding Inspection.

    o   By default the Vehicle inspection will show.

    o   All the required items including time, signature, defect item, location, etc. are displayed.

2. To record another Inspection, simply select **Create new Inspection**.

    o   This Inspection will be labeled as 'Other' since it's not a Pre or Post-Trip Inspection.

Note: you're able to access your complete history of Inspections by signing into mynavistream.com

MAIN SCREEN

Driver Logs (ELD)

Navistream automatically generates your Driver Log based on your movement and interaction with the system.
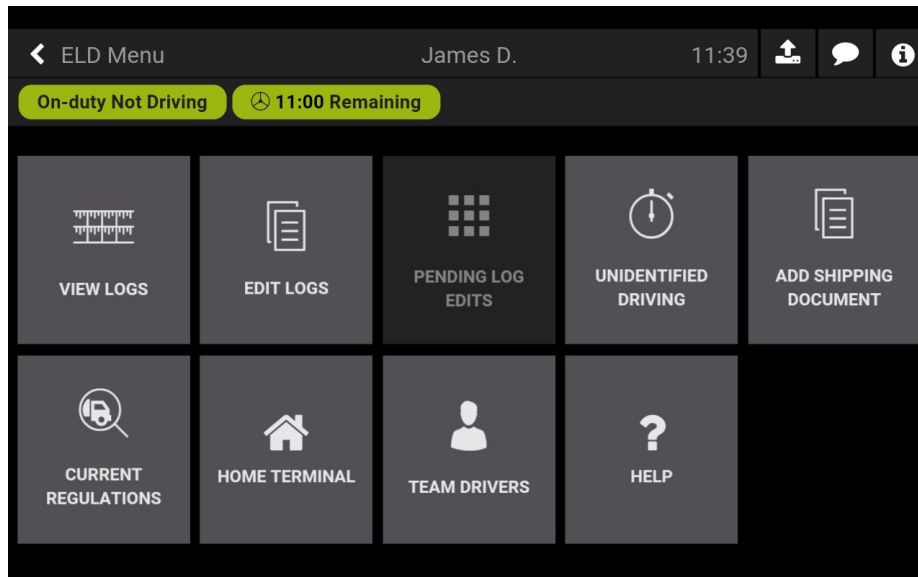
Navistream keeps today's and the last 14 days of your Driver Logs.

Your selected regulations will persist no matter which tablet you login to.

1. <u>View Logs</u> - displays today's log. There are 3 sections to the log - Driver & Hours (inc. duty status graph), Carrier & Vehicles, Events & Remarks.

   Navigation - Select the arrows to the right and left of the date to navigate forward and backward a day. To jump to a particular day, touch the date and select a date from the list.

   Cycle information - located on today's log directly below the graph based on your selected regulations.

2. <u>Edit Logs</u> - make changes to your Driver Log

   ○ <u>Add New</u> - required that you include the Time, Location, Duty Status and a Comment

   ○ <u>Edit Selected</u> - change any Duty Status except for Driving time detected by the ELD.

   ○ <u>Remove</u> - any Duty Status except for midnight Duty Statuses, ELD generated Driving or Duty Statuses between ELD generated Driving statuses
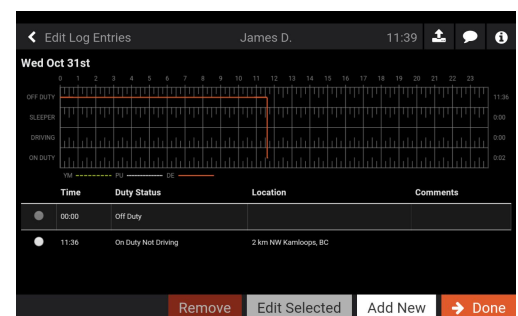
3. <u>Pending Log Edits</u> - when enabled there is a log edit by your administrator that needs to be 'Approved' or 'Rejected' by you.

4. <u>Unidentified Driving</u> - when Driving time is recorded and there is no one logged in, the information is recorded and can be claimed and added to your Driver Log.

5. <u>Add Shipping Document</u> - where you can enter waybill or other shipping document number

6. <u>Current Regulations</u> - select from the available list. Today's log will automatically recalculate.

following day.

8. <u>Team Drivers</u> - You can login a Co-Driver and switch between the two of you depending on who is behind the wheel.

9. <u>Help</u> - contains the Instruction Sheet for transmitting logs to a Dot/CVSE and this ELD User Guide.

MAIN SCREEN

Logout

Touch this tile when you're ready to complete your day (i.e. End your Shift) OR if you're going to continue your shift by hopping into another vehicle and logging into another tablet.

Logout Flow

You'll be prompted to perform these final steps when ending your day.

Post-Trip Inspection

Defects from your last inspection will remain active unless .

Follow the workflow and hit **Submit Inspection** when done.

Review Hours

This is the same screen you see in the Login Flow. Nothing to do here, just displaying it for information purposes.

If your shift has crossed midnight, you'll be prompted to sign the previous day's log when you hit **Continue**

LOGOUT FLOW

Choose Status

The last step is to specify why you're logging out.
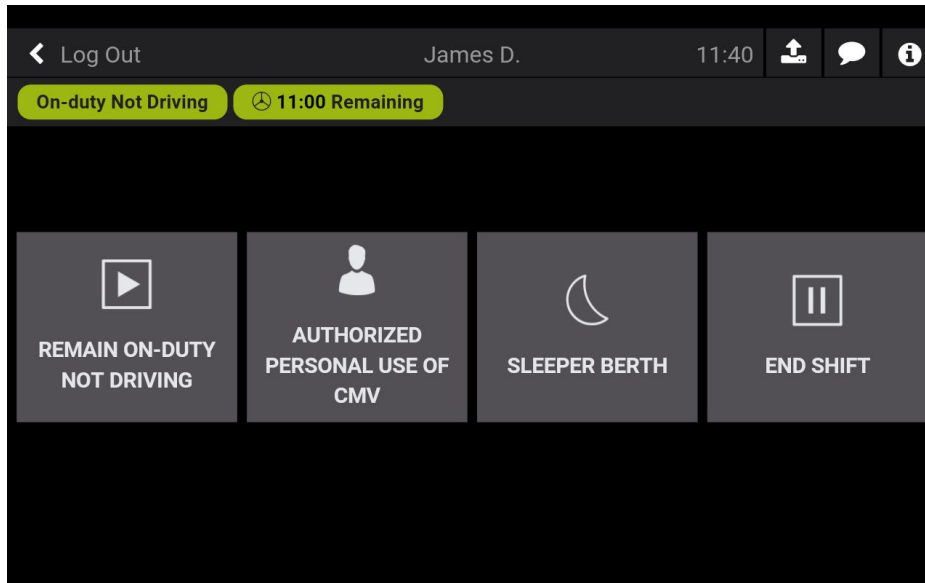
Failing to properly log out (i.e. powering OFF the ELD) will leave you on your last known Duty Status. Next time you login you may have no avail hours and need to edit your log.

1. **Remain On Duty Not Driving** - select this option if you plan to login to another tablet to continue your shift.
2. **Personal Use** - you may be prompted to unhook trailers.
3. **Sleeper Berth** (if configured) - log you out in 'Sleeper Berth' status.
4. **End Shift** - sets your Duty Status to 'Off duty and logs you out of Navistream.

You're Done!

Navistream will now restart and return to the Login screen

ready for the next Driver to login.

Workflow Overview
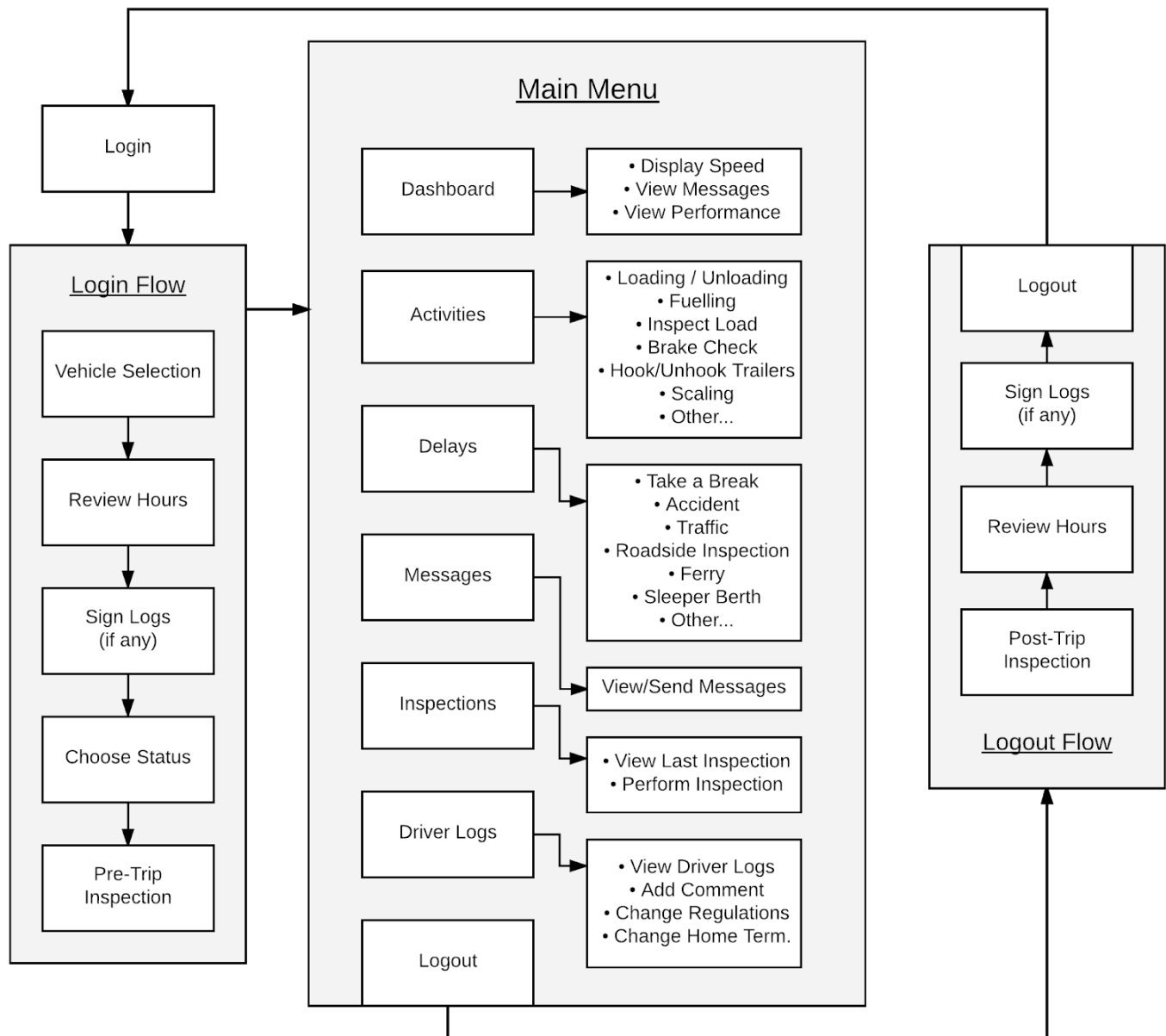
Malfunction and Diagnostics

Condition	State	Definition	Driver recourse
	⚠️(yellow) ⚠️(red)	Diagnostic Malfunction	no Driver action required *** we recommend you maintain a paper log ***
MISSING_DATA	⚠️(yellow)	Required data may be missing from the last ELD event that was recorded.	This should resolve itself after a short while. If it does not, then please contact your administrator.
UNIDENTIFIED_DRIVER	⚠️(yellow)	When the ELD device has accumulated >30min of unidentified driving time in the past 7 days. This state is cleared when <= 15min unidentified driving time remains. * Unidentified driving time occurs when the vehicle is moving without a Driver logged in.	Unidentified Driving Time can be claimed and added to your Driver Log via the Review Hours screen when logging in OR selecting Driver Logs > Unidentified Driving from the Main Menu.
POWER	⚠️(yellow)	The ELD has failed to start up within 1 minute of your engine starting.	
	⚠️(red)	It's possible that you've missed 30 minutes of driving time due to this.	Please contact your administrator to make sure your logs are correct.
ENGINE_SYNCHRONIZATION	⚠️(yellow)	We have not detected data from the ECM in the past 5 seconds.	
	⚠️(red)	When an accumulated 30 minutes of time has elapsed between the creation and receipt of these engine events, we raise this as a Malfunction state.	1.) Make sure your device USB cable is securely fastened to the ELD 2.) if the problem persists advise your administrator/installer so further troubleshooting can be performed
DATA_TRANSFER	⚠️(yellow)	The last data transfer test we've performed has failed.	
	⚠️(red)	We've started testing more frequently and still cannot transfer data.	Testing has concluded that you may be unable to send your onboard documents to an officer should they ask for them. Please contact your administrator.
TIMING	⚠️(red)	The time on your ELD may be incorrect.	This should resolve itself after a short while. If it does not, then please contact your administrator.
POSITIONING	⚠️(red)	You have been moving but we do not have a lock on your GPS location.	This should resolve itself after a short while. If it does not, then please contact your administrator.
DATA_RECORDING	⚠️(red)	There is an issue saving data on the ELD.	Please contact your administrator.

ELD Data Transfer Guide

- The ELD Data Transfer icon [icon] is available in the top-right of the screen.
  Note: this option is not available when the vehicle is moving.

  1. Select the ELD Data Transfer icon. This opens the data transfer dialog.
  2. Verify the Driver's name of the logs you want to send is correct. Touch to change as needed.
  3. Select the Transfer Type. The default is 'Web Services (SOAP)'. As a backup 'Email' is also available. The safety official will specify which transfer method to select.
  4. Select the Agency to send to (i.e. FMCSA (US))
  5. Enter Comments as provided by the safety official (if specified).
  6. When you're ready to send, touch the

     Start Data Transfer   button.

  The 'Transferring data…' animation will show followed by a success or failure message.

Troubleshooting What to do in case of data transfer failure
- The data transfer needs a network (cell) connection. When data transfer fails for this reason, the safety official can review the ELD data via display screen or request another method to view your logs.
- If the data transfer fails, the error code can be reported to your carrier's admin staff who will follow-up with Streamline Support as needed.